

# eRA Initiatives

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- Scanning
- NIH Commons
- CRISP

# eRA Objectives:

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- Convert the 200 million plus pieces of paper in the NIH application, initial peer review, secondary council review, award and post award administrative process to an electronic medium.
- Integrate with the other systems
- Integrate with eRA NIH with the Federal Commons

# NIH Initiative on Scanning and Paperless Business Processes

# The People

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- PR Man:
  - Steve Hausman (i.e. NIH Advocate)
- The Ones Who Actually Do the Work
  - Mike Cox
  - Dave Carter
- The Steering Committee

Aisquith, Jeff

Bradley, Eileen

Cain, Jim

Diggs, Gene

Fisher, Suzanne

Fitzgerald, Steve

Hagan, Ann

Hahn, Marcia

Hausman, Steve

Kelty, Miriam

Lewis, Marguerite

Lieberman, Ellen

Lovelace, Debbie

Lowman, Chris

McGowan, John (JJ)

Milman, Gregory

Onken, James

Panniers, Richard

Richters, John

Ruiz Bravo, Norka

Sommers, David

Srinivas, Ranga V.

Stanfield, Brent

Steufert, Susan

Swidersky, Chris

Swidersky, Scott

Vener, Kirt

# What is Scanning

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- Scanning, in its simplest form, is the conversion of a paper document in to an electronic.
- This image may have additional features added, such as optical character reading (also known as ‘capturing’; it converts an image to text), bookmarking and hyperlinking

# The Process for Applications (circa 2001 and before)

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Paper applications  
Received by CSR



Paper applications  
copied and distributed to  
study sections and ICs



Paper applications  
sent to reviewers



Paper Applications  
Returned to NIH



Paper applications  
Filed in each IC

# What We Can Expect? - 1

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## **Beginning Calendar 2002**

- Scanning as an interim solution before electronic application submission becomes a reality
- All applications arriving at NIH in CSR are Scanned, captured, bookmarked and searchable
- CDs will be provided for review purposes (ordered via IMPAC II)
- All PDF images viewable in IMPAC II



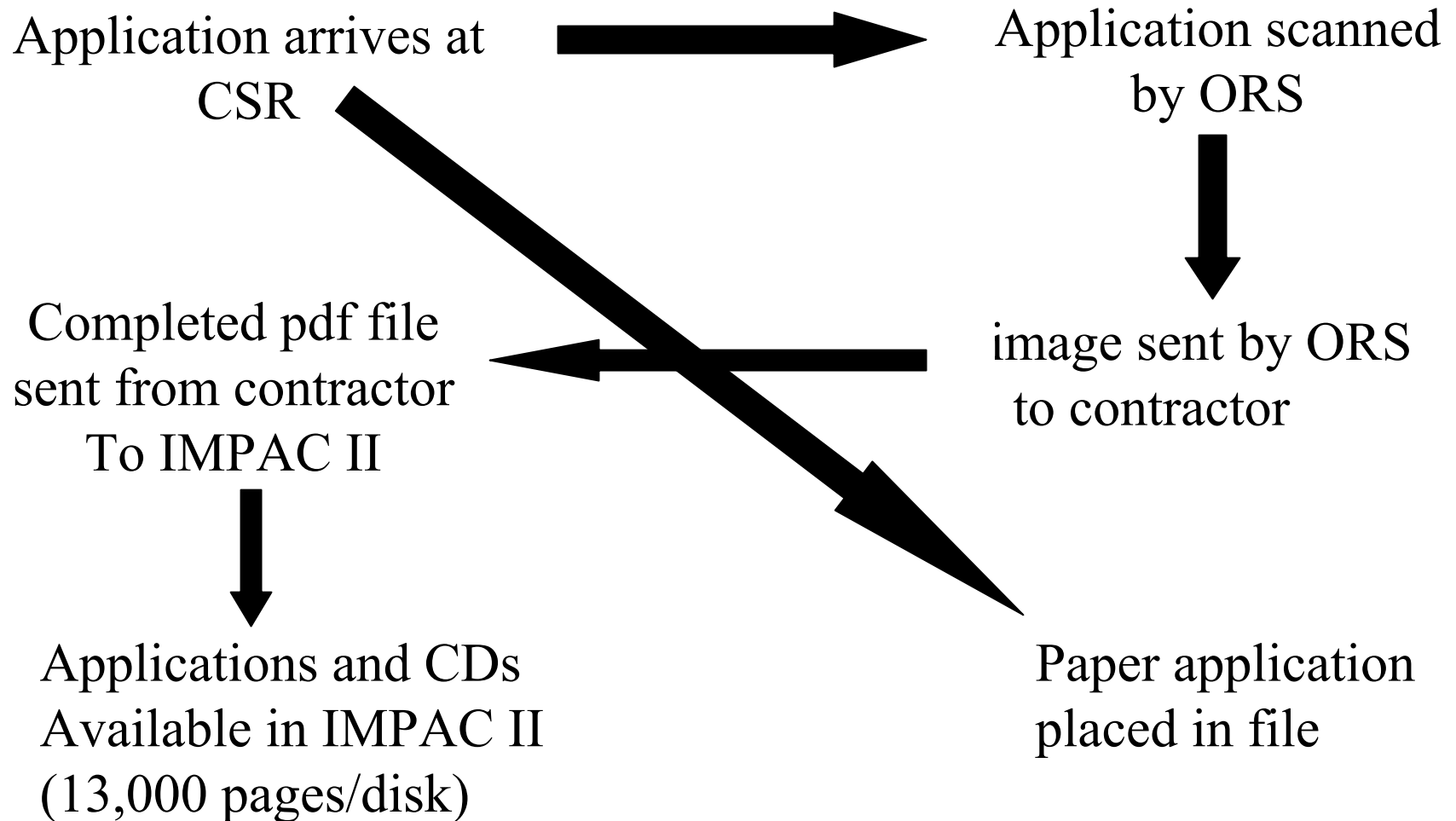
# Pilot Projects

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- NIA – Minority supplements, R03, P30 applications
- CSR – AIDS; BECON applications
- NCI – Review for summary statements
- NCI – eGrants
- NIMH – R21 applications
- NINDS – R21 applications
- NINR – F31, F32, F33, K01, K22, K23, K24 applications

# The Intermediate Process for Applications

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# The Future Process for Grant Applications

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Beginning 2003

eGrants received via  
the Commons



Data captured and  
Images formed



Images available to  
reviewers and staff



Electronic review at  
All levels



Electronic storage of all  
records

# Changing Business Practices for eGrants

The Result of a Total eProcess

# Changing Business Practices

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- The ability to work with images instead of paper can affect greatly the way we do business
- We can do more things than we did before, but we may also have to do things differently than before
- Many questions and issues, but perhaps not as many answers as we would like

# The Question - 1

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- What are we doing to prepare for e-business?
  - Short Term
  - Long Term
- Should standards be set for eFiles for the ICs?
- Should files be stored in the IC or the enterprise?



**Enterprise  
Storage**



**At least for legacy  
applications**

# The Question – 2

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- What are the archival issues involved?
  - Record retention
- What do we do with old files, i.e. disposal
- What about items that come in apart from the application?
  - Letters and other correspondence
  - E-mail
  - Phone Messages

# Bureaucratic Segue

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- The Government Paperwork Elimination Act (GPEA, Pub.L.105-277) requires that, when practicable, Federal agencies use electronic forms, electronic filing, and electronic signatures to conduct official business with the public by 2003
- Not to be confused with the Paperwork Reduction Act of GPRA



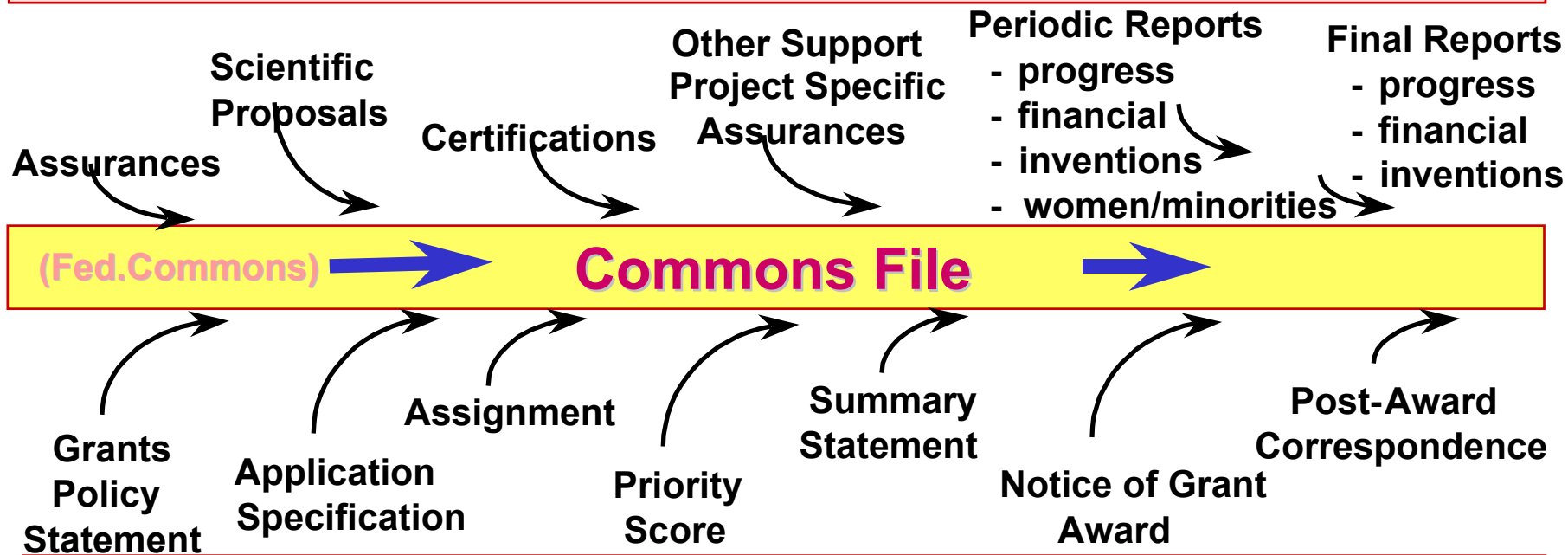
# NARA

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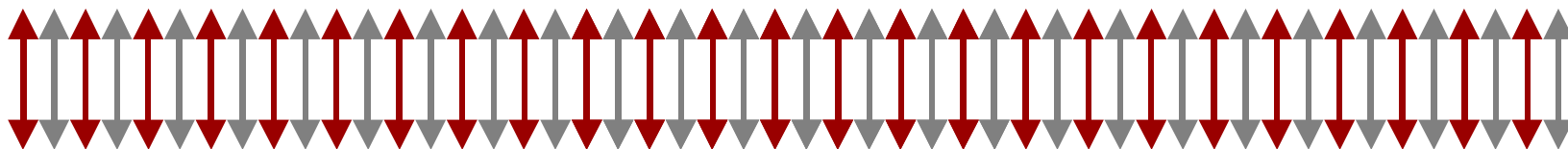
- The National Archives and Records Administration is responsible for setting standards for all types of records, including:
  - Electronic signatures
  - Trustworthiness of records
  - Records versus non-records
  - Selection and maintenance of electronic records storage media
  - Retention and disposition of electronic records
  - Destruction of electronic records

# ***ERA Objective = Full Electronic Grants Administration***

**~ 100,000 Applicants / 2,200 Grantee Institutions Worldwide**



**IMPAC II - NIH Transactional Database**



**3,500 Users / OD & 25- NIH Institutes and Centers**